

**CITY OF LEWISTON
PLANNING BOARD MEETING
MINUTES for November 24, 1998 - Page 1 of 13**

I. ROLL CALL:

This meeting was called to order at 6:00 P.M. and chaired by Harry Milliken

Members in Attendance: Tom Peters, Denis Theriault, Harry Milliken, Lewis Zidle, Mark Paradis, Donna Steckino, and Dennis Mason.

Staff Present: James Lysen, Dan Stevenson, and Doreen Asselin.

Others Present: Gil Arsenault - Deputy Director of Development, Norman Beauparlant - Purchasing Agent, and James Andrews - Community Development

WORKSHOP - LEWISTON DOWNTOWN PARKING STUDY

This workshop was presented by **Jeremy Evans** of LACTS. He supplied the Board with an annotated final draft copy of the parking study.

T. Peters suggested going over the changes incorporated and for the Board to defer to the August 18, 1998 minutes. This was an overview of what had been talked about at the 08/18/98 meeting to determine progress since then.

Jeremy Evans stated that feedback from the LMRC, City Council, Planning Board, and Police Department were used in completing the final parking study presentation.

D. Theriault said that his main focus from the previous presentation (dated 08/18/98) was with Lewiston Police Department comments. **Jeremy Evans** said that some of the changes are reflected in his recommendations concerning the Lewiston Police Department. **Jeremy Evans** made reference to Page 27 on the changes in the parking policies reflecting the increase in the overtime parking fines which should be increased from the current \$2.00 to \$5.00 or even \$10.00. On Page 28 in reference to the ordinance, it should be changed to read four (4) or more tickets that are unpaid within 30 days of issuance. The Police Department could implement many of the recommendations (increase in fines, etc).

H. Milliken referred to Item No. 11 concerning adopting a graduated fine schedule for repeat offenders and non-paying violators. He said that this is difficult to implement and that it discourages people from going downtown; we want to encourage people to go downtown. Jeremy Evans stated that there is more off-street parking available than there was. On-street parking should be considered short-term parking. Item No. 7 refers to increased enforcement and Item No. 8 refers to the short-term parking metered spaces. The downtown should be made more available to people.

D. Theriault asked, "Have we identified where the next future parking garage may be?" **Jeremy Evans** response was, "No, there are just some ideas." On Page 30, Item No. 18 does not look at specific properties to demolish to make parking spaces. **D. Theriault** asked, "Are you saying we are getting in a situation where we can move one or two buildings?" **Jeremy Evans** responded, "No". **Jeremy Evans** said he did not look at specific lots, but the demand is there. Location of the new District Court may determine where a parking garage could go.

H. Milliken questioned the strike-outs in this newer version of the parking study. On Pages 30-31 of the parking study dated 11/25/98, he said he was confused as to the dollar amounts, with overstriking and underlining. After reviewing the past minutes, **H. Milliken** also has concerns that there is not sufficient parking at the Bates Mill for the existing tenants.

D. Theriault asked, "Have you determined in any way what number (usage amounts) that actually kicks in the need for a really large parking garage?" **Jeremy Evans** said that would depend on the budget that is available. Depending on where you go, you could put in a 1,000-car garage. The \$15 million dollars would be tied to doing all of the those parking facilities (see Page Nos. 30-31). The number he is assuming for a parking garage would take about \$12,000 per space. **D. Theriault** asked, "How many spaces and how much did it cost for the L.L. Bean parking garage?" **Jeremy Evans** said that he did not know the actual number, but that it was on the low range in terms of parking garages. **Gil Arsenault** replied, "\$4,000 - \$15,000 per space to build." **Jeremy Evans** said that he could not respond to any financial issues, but that it would depend on the type of construction, special features, etc., to determine parking garage costs. **D. Theriault** asked, "What is the highest need right now for this community?" "From your studies can you prioritize the top five (5) in the order of importance?" **Jeremy Evans** responded that there are 17 recommendations and three (3) possible choices. Those choices are Item Nos. 18, on-street angle parking at Kennedy Park on Pine Street (Item No. 20), and then a parking garage. **Dennis Mason** said that the Franklin Company does not want to encroach on Kennedy Park and continued that angle parking uses more of the street than straight parking.

At this point in the Workshop, Lew Zidle arrived at 6:41 p.m.

In response to **D. Theriault**'s concern regarding the location of a new parking garage, **Jeremy Evans** suggested that the Kingfield Bank parking lot could support a structure similar to the Canal Street parking garage.

T. Peters asked what is the most critical location for parking, would this be Chestnut Street up to the bank, Chestnut Street to Ash Street, etc.?" **Jeremy Evans** identified the area between Chestnut Street and Main Streets as the most critical parking demand area. He further stated, however, that the continued development of the Bates Mill and the construction of a new district courthouse will create a serious need in other parts of the downtown.

Dennis Mason suggested that the number of tickets written versus the number of tickets returned would be helpful analytical and referred to Page No. 13. He added that the 15-minute parking zone is annoying.

Jeremy Evans stated that there will be a final version of the parking study forthcoming. He also reiterated to the Board that this is not a City study, it is a LACTS study. **Jeremy Evans** said he does not feel comfortable prioritizing/identifying items. He recommends that the Board look at some of the changes.

H. Milliken suggested that the Board make a recommendation to be forwarded to the City Council with Staff prioritizing some of the items for incorporation into the final document. The three (3) items have been identified. **D. Theriault** asked, "What is our mission here?" He said to identify Item Nos. 1, 2, and 3 and give that as the focus of what the Planning Board found reviewing this study and give the Council some direction for them to go in. **H. Milliken** asked **Gil Arsenault** how long it will take Staff to review this and some of the different projects that are working downtown to develop some kind of priorities. **Gil Arsenault** then deferred the moment to **J. Lysen**. **J. Lysen** asked, "Where is the market/real estate approach investment going to work?" RKG was selected for this approach. This is just a parking study. After some discussion, the Board decided that it would be appropriate to make a recommendation to City Council that they should forward this document to RKG Consulting (the firm chosen to develop a Downtown Master Plan) and use that as part of their input in suggesting their master plan. **Gil Arsenault** then said that they could report back to the Board, modify it, and then send a recommendation to the City Council. **T. Peters** added that the Board recommend to City Council that they implement those that are immediate no cost recommendations for the parking study, such as Canal Street, etc.

MOTION: by **T. Peters**, seconded by **D. Theriault** to send a favorable recommendation to the City Council to accept the Downtown Parking Study, prepared by Jeremy Evans of LACTS, and further recommend that the study be integrated into the upcoming Downtown Master Planning process and to also implement those that are immediate no cost recommendations for the parking study, such as Canal Street.

VOTED: 7-0.

II. READING OF THE MINUTES:

Minutes of October 13, 1998

MOTION: by **D. Theriault**, seconded by **Dennis Mason** to accept the minutes of October 13, 1998 with the following corrections made and place on file.

VOTE: 7-0.

- Include a reference to D. Theriault's comments regarding the news coverage of Harold Skelton's stepping down on the CMMC issue on conflict of interest.
- The vote on Item No. II, Reading of the Minutes, should be changed from 4-0 to 5-0.
- The vote on Item No. III, Correspondence, should be changed from 5-0 to 6-0.
- The vote on Item No. IV, Review of Development Proposals - Final Hearing, on Item A. Air-Ambulance Landing Site-Central Maine Medical Center (CMMC) should be changed from 4-0-1 to 5-0-1.
- ***Clarification - For the Record and Everyone Else - Harold Skelton did not chair the October 13, 1998 meeting. He abstained from voting. He did the proper thing and it was misrepresented by the newspaper. "If the reporter had been at this meeting or had reviewed the tapes or the minutes, he would have found very clearly that he abstained from voting, walked away, and he did the proper thing."*** (Statement by Denis Theriault - Inserted in October 13, 1998 Minutes.)
- On Page 3 the first word of the first paragraph should be changed from *Rule 80D* to read, *Rule 80B*.
- The second vote on Item A. above should be changed from 4-0-1 to 5-0-1 on Page 3.
- On Page 4, forth bullet, change the last word from *ordinance* to *audience*.
- On Page 16, both votes should be changed from 5-0 to 6-0.
- On Page 17 in the last paragraph the word *need* should be changed to *needs*.
- On Page 18, both votes should be changed from 5-0 to 6-0.
- On Page 19, the vote should be changed from 5-0 to 6-0.

Minutes of October 27, 1998

MOTION: by **Dennis Mason**, seconded by **L. Zidle** to accept the minutes of October 27, 1998 with the following corrections made and place on file.

VOTE: 7-0.

- All references to *Harold Milliken* should be changed to read *Harry Milliken*.
- On Page 5, first bullet, about 3/4 of the way down the paragraph the word *voted* should be changed to read *noted*.
- On Page 9, the first vote should be changed from 6-0 to 5-0.

Minutes of November 10, 1998

MOTION: by **D. Theriault**, seconded by **Dennis Mason** to accept the minutes of November 10, 1998 with the following corrections made and placed on file.

VOTE: 5-0-1

- The reference to *Harold Milliken* should be change to read *Harry Milliken*.
- The vote under Item No. II, Reading of the Minutes, should be changed from 5-1 to 5-0-1.
- On Page 3, first bullet, last sentence of the paragraph, the word *differenct* should read *different*.
- On Page 5, the sentence paragraph of Item 2, the word in the third sentence should be changed from *term* to *year*.
- Also on Page 5 in the last paragraph on that page, delete the words *have input* in the second sentence.
- On Page 6 the second sentence should be changed from *using funds or political activity* to read *receiving funds*.
- On Page 6 in the motion, the last sentence should be changed from *changes made* to *changes noted by Jim Andrews*.
- On Page 8 in the first sentence on that page change the word *property* to read *proposals*.
- On Page 9 after the motion, place the reference to **D. Theriault**'s statement of the placement of a temporary illegal helipad currently at CMMC located on Holland Street and **Gil Arsenault**'s response to that statement to be included as a permanent record to those minutes.

III. PUBLIC HEARING:

A. *Proposed Amendments to the Zoning and Land Use Code Concerning Stormwater Management and Erosion and Sedimentation Control*

This topic was presented by **J. Lysen**. He went over the changes made to the document. On Page No. 7, there are more stringent standards involving freshwater wetlands. He also went over submission requirements and conditions of approval. The minimum standards of delegated review needs to be meet. This covers the protection of water bodies.

T. Peters said that if a project is not complete, it gets re-examined after five (5) years (see Page No. 13). He asked, "Who is responsible and how do you know when five (5) years are up?" **D. Theriault** mentioned having this put on the project mylar.

H. Milliken stated that a database is needed to bring the information up and have it readily available. **Gil Arsenault** said that currently all the information is keyed in manually; adding there is no database. **H. Milliken** replied that Staff needs to handle this internally. On Page No. 5 the approval of the Charter of Assoc. is mentioned. This Charter needs to be in the right form. This needs to be submitted and requires City Council approval.

MOTION: by **T. Peters**, seconded by **Dennis Mason** to table this item until comments are received from the State of Maine and the Public Works Department before bringing this item back.

VOTED: 6-0-1 (Mason)

IV. FINAL HEARINGS:

A. *Joe LaGasse - 69 Pond Road*

Joe LaGasse has submitted a proposal requesting an extension of approval for a fill project located at 69 Pond Road.

J. Lysen first read the memorandum dated November 18, 1998. Joe LaGasse is requesting a two- (2-) year extension on his project that is currently half complete. He is asking for a new construction schedule with a two- (2-) year window. **D. Theriault** questioned the modification of 500 feet. **Arthur Montana** said that the direct abutters had been notified. The drainage concerns were all addressed at the last approval. **Gil Arsenault** said that **Tony Michaud**, a neighbor, did have concerns, but was not present at this meeting. **D. Theriault** asked **Gil Arsenault** if a visual on site had been done. **Gil Arsenault** responded with, "Yes". **T. Peters** asked if all the waivers are applicable and were reviewed?" **J. Lysen** responded with, "Yes". **D. Theriault** asked if re-affirming the checklist was needed. The response was, "No, that this was just a condition of approval." There were no comments from the public. There being no comments, the following motion was made.

MOTION: by **T. Peters**, seconded by **L. Zidle** to approve the two- (2-) year extension, as requested, so long as the applicant meets all the applicable standards and recommend final approval subject to the conditions that were made.

VOTED: 7-0 (Motion Passes)

- B. Spare-Time Recreation Subdivision Fourth Revision
Arthur W. Montana, of A.R.C.C. Land Surveyors, Inc., on behalf of Lewiston Raceways, Inc. has submitted plans to expand Lot No. 8A, reduce Lot Nos. 8 and 9, and relocate the turnaround on Falcon Road.*

J. Lysen said that this is a minor amendment to the subdivision. Any changes within a subdivision needs to come back to the Board. The only concern with this project was to the radius of the turnaround in its connection with Spare-Time Recreation of 25 feet on the inside and 50 feet on the outside. Everything meets the requirements. **T. Peters** asked, "When something gets approved, in this fashion, after the third or fourth approval, is the time extended or is it still the same clock ticking on a subdivision?" **J. Lysen** replied that once construction has started on a subdivision it is not necessary, unless there is a condition of approval associated with the project. This item was then opened to the public. There, being no comments from the public, the following motion was made.

MOTION: by **T. Peters**, seconded by **Dennis Mason** that the applicant meets all the applicable standards and recommend to grant final approval of this plan as amended.

VOTED: 7-0 (Motion Passes).

- C. ICT Telemarketing Center - 10 Falcon Road
Arthur W. Montana, of A.R.C.C. Land Surveyors, Inc. on behalf of Lewiston Raceways, Inc. has submitted plans to renovate the existing 15,272 SF building and construct a new 4,968 SF addition located at Lot No. 8A on Falcon Road.*

This project is to renovate the existing 15,272 square foot building and construct a new 4,968 square foot addition to the rear on the lot located Lot 8A. Lot Nos. 8A and 9 are continuous parking lots. There were no concerns from the Police and Public Works Departments. The only concern was with the Fire Department regarding an inadequate turning radius at the turnaround access (entrance). This also involves some reduction in side yards, as part of the review process. 100 percent to accommodate the development. The applicant is seeking a reduction in side yards and rear yards. The reduction in side yards between Lots 8A and 8, is 7.2 feet by 8 feet or 72.8 percent on both Lots 8A and 8. Also the reduction in side yards of Lot 8 and Lot 9, 10 feet or 100 percent on both Lots 8A and 9. The rear yard is a reduction of 4.1 or 4.15 percent. These are handled under Article 9, Section 9b. The applicant is also seeking a waiver to submit an elevation on the existing building with an addition. There were no concerns on the Site Plan at this time. **Dennis Mason** asked if the continuous parking lot was approved before? He also asked, "What is an elevation?" **H. Milliken** responded that it falls within certain height

requirements. **J. Lysen** said that elevation also means the elevation of the ground and that height needs to be given. **Arthur Montana**, the applicant's representative and surveyor on this project said that ground, contour, and floor elevations are shown on the plan. **J. Lysen** also said that since this is part of Lewiston Raceways, Inc. this would fall under Municipal Review Authority. The Site Plan was reviewed under Article 13, Section 4. There being no further questions from the Board, this item was closed to the public hearing and the following motion was made.

MOTION: by **Dennis Mason**, seconded by **L. Zidle** that the application of Lewiston Raceways, Inc. meets all the approval criteria under Article 13, Section 4 and that the Board grant approval of this project.

VOTED: 7-0.

- D. *Water's Edge Subdivision First Revision - Water's Edge Drive*
Arthur W. Montana, of A.R.C.C. Land Surveyors, Inc. on behalf of Roger Richard has submitted plans to create a new Phase II of three (3) phases for eight (8) lots on Water's Edge Drive off No Name Pond.

This project is to create Phase II of three phases and eight (8) lots. Phase II extends Waters' Edge Drive 550 feet and includes eight (8) lots. There were no concerns with the Police and Public Works Departments. However, the Fire Department's concern/comments are to provide a water supply pump for fire protection. Either repair or replace the existing pump at No Name Pond, provide an approved dry fire hydrant, or require each new home in the subdivision to have an automatic sprinkler protection installed in accordance with the NFPA 13D or any of the approved sprinkler systems from the Office of the State Fire Marshal. This project is also subject to Municipal Review granted by the DEP, because the subdivision is greater than 20 acres. This project is not served by public water. It will cost an additional Five Thousand Dollars (\$5,000.00) to install a Fire Protection System in each home.

D. Theriault stated that he believed a dry hydrant would be put in, per last approval. From the past minutes, this issue had been resolved, in that three (3) years ago the Fire Chief signed off back then. **D. Theriault** does not believe the Fire Chief would sign off and requested a copy of the sign off be made available to the Board. **T. Peters** replied that somebody had to have signed off. **Roger Richard**, the project applicant said that the pump is an antique pump. **Gil Arsenault** said that he would like to see a letter prepared by Staff to the Fire Chief for his signature. He also said that conditions needs to be clearly stated on the plan or motion. **H. Milliken** said that it is a requirement to have conditions on the plans. **Roger Richard** said that the requirement is not in the code to protect the pond. **J. Lysen** then referred to **David Hediger's** memo dated November 23, 1998. In this memo it states that two erosion and sedimentation control plans for road construction have been submitted. This memo referenced back to the following condition in the meeting minutes of

October 10, 1995: That an erosion and sedimentation plan be required as part of any building permit application for the lots shown on the subdivision plan and that the two (2) or three (3) erosion and sedimentation plans be reviewed and approved by the AVSWCD - Androscoggin Valley Soil and Water Conservation District prior to the signing and recording of the plans. Attention to these lots need to be addressed. Also mentioned in this memorandum was that **Roger Richard** plans to have his engineer develop two (2) or three (3) typical erosion and sedimentation control plans. He will have these plans reviewed and approved by the AVSWCD. **Roger Richard** has agreed to provide each landowner with a document stating that they have read and understand the conditions to their lot, have seen and reviewed the subdivision plans, and understand that they will be part of a homeowners association once he transfers more than 50 percent of the lots. **J. Lysen** did mention that individual preparation of the lots are critical and that an individual soil erosion control plan needs to be completed on each individual lot. **Dennis Mason** reconfirmed that Phase II and Phase III is now Phase II and that there were seven (7) lots in Phase II, which include Lot Nos. 8-10 and 21-24. **T. Peters** said as you sell the lots, you can develop the rest of it. **H. Milliken** stated that the waiver was approved as an overall approval of the plan. **Arthur Montana** said that that there was only one modification, that being immediate abutters (only), which were notified. The condition of approval was changed. The performance guarantee is not needed. There being no comments from the public and no further questions from the Board, the following motions were made.

MOTION: by **Dennis Mason**, seconded by **Mark Paradis** that the waiver/modification condition requirements by Water's Edge be granted due to the size of the project, circumstances of the site, and that such requirements are applicable and that the waivers do not have an adverse affect on the abutters or affect the safety, health and welfare of the City.

VOTED: 7-0 (Motion Passes)

Gil Arsenault stated that there would be individual plans for each lot. **J. Lysen** also mentioned that there would be two (2) to three (3) typical plans. Also mentioned, was the fact that the conditions stated earlier be typed on the mylar in reference to David Hediger's memo.

A second motion was taken, as follows:

MOTION: by **Dennis Mason**, seconded by **L. Zidle** that this project meets all approval criteria and to grant final approval for Phase II and Phase III as Phase II and for Lot Nos. 8-10 and 21-24 to be included on the erosion sedimentation plan, as listed in the November 23, 1998 memorandum.

VOTED: 6-0-1 (**Therault**) **D. Therault** abstained concerning his concerns that the Fire Chief was not adequately addressed in reference to the dry hydrant.

V. OTHER BUSINESS:

A. New Business:

1. *Requests for Recommendations from the Planning Board on Acquisition/Disposition of Municipal Properties, including Land Committee Recommendations Concerning a Number of Tax-Acquired Properties.*

J. Lysen presented this topic by his memo dated November 20, 1998 listing five properties to be addressed. The following are three properties listed with three (3) credit unions interested in the sale of the those properties:

141 Pine Street (Assessed Value: \$6,450.00) - This was a request from the Community Credit Union to acquire the property to provide parking for employees across the street from their facility. **D. Therault** asked, "How many vehicles could you provide parking for with setbacks?" **J. Lysen** responded with four (4) to five (5).

Donna Steckino stepped down from the Board since this item was a conflict of interest. She is CEO and President of Community Credit Union.

MOTION: by **D. Therault**, seconded by **M. Paradis** to send a favorable recommendation to the City Council to sell this property through the normal bidding process.

VOTED: 6-0-1 (**Steckino**)

Donna Steckino assumed her voting for the rest of the remaining properties and items on the agenda.

Harry Milliken then stepped down from the Board since this item was a conflict of interest to him. His wife is an employee at Maine Family Credit Union.

195 Blake Street (Assessed Value: \$37,150.00 and Land Value: \$5,250.00) -
This was a request from the Maine Family Credit Union to sell the single-family building to the City for the tax valuation of the land. This would open up the whole area. This will cost the City money to buy and demolish (\$10,000.00) and the tonage will need to be tracked.

MOTION: by **Dennis Mason**, seconded by **D. Theriault** to send a positive recommendation to the City Council to acquire 195 Blake Street, as requested; and, furthermore, to pursue the acquisition of the adjacent 193 Blake Street building from its owner if and when it becomes available because both properties fit into the City's long-term plan for the St. Dom's/St. Peter's Campus Area.

VOTED: 6-0-1 (**Milliken**).

Harry Milliken then resumed his voting for the rest of the remaining properties and items on the agenda.

148 Bartlett Street (Assessed Value: \$35,450.00 and Land Value: \$4,800.00)
- Ste. Croix Regional Federal Credit Union - A proposal to deed to the City the property with the City waiving any unpaid taxes. **Norm Beauparlant** said that the City will be acquiring this property in December 1998, due to unpaid taxes. **Gil Arsenault** mentioned that this is not suitable for rehabilitation. **Norm Beauparlant** said to let the property be acquired through a tax lien and recommends demolishing the property after the New Year. **Gil Arsenault** said to dispose of properties at the same time.

MOTION: by **T. Peters**, seconded by **Dennis Mason** to send a negative recommendation to the City Council to acquire the property at this time and let the property go through the normal tax acquisition process.

VOTED: 7-0.

Listed in the memo was also 318-340 Lisbon Street (Bergin Block). The assessed value of 316-318 Lisbon Street is \$25,200.00; 320 Lisbon Street is \$25,550.00; 324 Lisbon Street is \$26,800.00; and 328-330 Lisbon Street is \$68,050.00). These four (4) properties the City would like to demolish and create parking and landscape improvements adjacent to the Police Station.

MOTION: by **M. Paradis**, seconded by **D. Steckino** to send a favorable recommendation to the City Council to acquire these properties and to develop the parking area with the hope that sufficient funds can be appropriated to do adequate landscaping at this gateway.

VOTED: 7-0

Also listed was 104 Blake Street, which the City has already acquired through tax liens. This building is currently occupied. The recommendation was for the City to sell this building as soon as possible. The keys are currently held by the City. **Norm Beauparlant** said that the Owner is still collecting the rent and that the City is the landlord. **Jim Andrews** said that this property should be sold by auction as soon as possible.

MOTION: by **D. Theriault**, seconded by **Dennis Mason** to send a favorable recommendation to the City Council to sell this property as quickly as possible.

VOTED: 7-0

There were an additional 21 tax-acquired properties that were addressed and voted on, as follows:

MOTION: by **D. Theriault**, seconded by **Dennis Mason** to send:

A favorable recommendation to the City Council to sell the following properties by normal bidding process: 159 Bartlett Street, 192 Bartlett Street, 304 Bates Street, 108 Birch Street, 264 Blake Street, 266 Blake Street, 585 College Street (already owned), 16 Howe Street, 62 Knox Street, 41 Lessard Street and 261 River Road.

These properties do not need a recommendation to the City Council. The buildings are only slated to be demolished and they were agreed on favorably by all seven (7) Planning Board Members, as follows: 269 Lincoln Street - two properties, 299 Lincoln Street, and 803 Sabattus Street (building only) and retain the land for the future. **Norm Beauparlant** explained that the land on Lincoln Street is owned by the Franklin Company and has taxes that are current. The people that build on the Franklin Company land pays their taxes separately to the City. If they walk away from the building, their tax liens mature. The City does not want to walk away, because of cleaning up the blighted area. **D. Theriault** added that the buildings

can be removed and the Franklin Company can do whatever they want with the property.

A favorable recommendation to the City Council that the following properties be held: 317 Lisbon Street, 411 Lisbon Street, 64 No Name Pond Road, 266 Park Street at this gateway (to help the marketability/redevelopment of the City-owned Androscoggin Mill Block), and 803 Sabattus Street (due to widening of the intersection and landscaping improvements at this gateway.

That the following properties contained no recommendations from the Board: 23 Sand Hill Road and 24 Sand Hill Road, because the land is owned by the Franklin Company, therefore, there is no disposition required by the City.

VOTED: 7-0.

B. Old Business:

1. *Letter from the Department of Environmental Protection in reference to Fireslate Place dated September 28, 1998*

This item has been adequately answered and is to be taken off the agenda list for future meetings.

MOTION: by **D. Theriault**, seconded by **Dennis Mason** that Fireslate Place now be taken off the agenda listing, since it has been adequately answered.

VOTED: 7-0

VI. ADJOURNMENT:

The next regular Planning Board meeting is scheduled to be held on Tuesday, December 8, 1998 at 6:00 P.M. Starting at 6:00 P.M. there will be a Workshop on Development Review Checklist and Other Planning Board Procedures. Also discussed was the meeting scheduled for Tuesday, January 5, 1999. This meeting will start at 6:00 p.m. with the adoption of by-laws and the election of the officers for 1999. Sandwiches will be served. The following motion was made:

MOTION: by **D. Theriault**, seconded by **M. Paradis** to adjourn this meeting at 11:00.

VOTED: 7-0.

Respectfully submitted,

Denis Theriault, Secretary

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