

**CABOT PLANNING COMMISSION MEETING MINUTES  
THURSDAY AUGUST 1, 2019  
MEETING ROOM – WILLEY BUILDING**

Those present: Chuck Marian, Kate Chatot, Jen Miner, Dana Andrews, Ruth Goodrich, Jeff Haslett, Brittany Butler, and Betty Ritter

1. The meeting was called to order by Chuck Marian at 6:04 p.m.
2. Approve Agenda – A motion as made by Jen and seconded by Jeff to approve the agenda. Chuck wanted to know if there were any additions or corrections. There were no additions or corrections. Motion carried.
3. Review the minutes – A motion was made by Jen Minor, seconded by Jeff Haslett with a correction of spelling Jen's name in the number 5. Motion carried with the adjustment, with Dawn abstaining as she was not at the last meeting.
4. Public Comment –
  - a. Chuck advised that Aaron Fuller is moving out of town and will not be able to serve on the Planning Commission. We will run an ad on Front Porch Forum and post around town to fill the position. Dawn pointed out that one of items for the Rules and Procedures in the statutes stated that the PC shall consist of 3-9 members and that we should adopt this.
  - b. He also introduced the new ZA, Brittany Butler.
  - c. Chuck also mentioned that the SB is considering that all grants for the Town be previewed and reviewed by the Planning Commission with the thought that the grant would consider the cost of maintenance after the grant is completed.
5. Rate Increase – Betty checked with surrounding towns and their zoning permits were much higher than ours. It was suggested that we raise the Zoning Permit to \$25.00. A motion was made by Jeff and seconded by Jen to suggest to the SB that we change the Zoning Permit from \$17.00 to \$25.00. The Variance and Conditional Use Permit would remain the same at \$85.00. Motion carried. Brittany was wondering about a property that has some signs on and a change of use and did not apply for any changes or signs.
6. Review and Adopt Rules and Procedures for Planning Commission – It sees that we never appointed a Clerk. A motion was made by Jen and seconded by Dawn that we appoint Jeff as Clerk. Motion carried.
7. Review Rural/Residential and Shore Line Districts – we will look this over and discuss this at our September meeting. Anything that we do we need to write up a report on the impact on the Town and the Town plan and the adjoining towns.
8. Other Business – Jen will be sending out a reminder of our meetings approximately a few days before our meeting that will include the Agenda and previous minutes.
9. Adjourn – A motion was made by Dawn and seconded by Jen to adjourn. Motion carried. We adjourned at 7:39 p.m.

Next Regular Meeting Date is September 5, 2019 6:00 pm.

Respectfully submitted,

Betty Ritter, Secretary Planning Commission