

TOWN OF CENTER HARBOR
PLANNING BOARD
Meeting
Tuesday, June 5, 2018
7 p.m.

Chairman Charles Hanson called the meeting to order at 7:00 p.m. Board members present Vice Chair Peter Loudon, Secretary Bill Ricciardi, Mark Hildebrand and Clerk Aimee Manfredi-Sanschagrin. Selectmen's Rep Harry Viens, David Reilly, Bob Coppo, Kelli Kemery and Winnifred Boynton were absent.

- I. **MINUTES**: Peter Loudon motioned to accept the May 1 2018, minutes. It was seconded by Bill Ricciardi. All were in favor.

II. **PERMITS**

Board reviewed the permits issued in May

Member Bill Ricciardi asked about the DES State Permits and why there were no signatures by the property owner or contractor. Clerk had checked with the Town Clerk who stated the PBN applications always come in without signatures. The Board thought in light of recent events it would be best to add a policy which would require that all State Permits must be fully executed prior to the Town issuing a construction permit. It will be the responsibility of the property owner or their contractor to provide the Town with a signed copy of the State approval when submitting a construction permit for Town approval. When the Town Clerk receives the DES PBN a letter is to go out to the property owner stating we need a signed copy before a building permit can be issued.

The Board agreed this request made sense and requested a motion be entered to adopt this requirement to the Planning Board policies.

Peter Loudon motions prior to issuing a building permit the town must receive a fully executed copy of the approved DES application. Seconded by Mark Hildebrand. All were in favor of adding this requirement to the PB policies.

III. **OTHER**

Signing of the Mylar for Christensen Boundary Line Adjustment (BLA). BLA was approved on May 1, 2018. Per Planning Board (PB) policy the Mylar may not be signed until the 31st day after any decision of the PB has been filed and first becomes available for public inspection. Under Section F. Plats (V) of the PB Policies. The Mylar and 5 hardcopy plans were signed by the Chairman and Secretary Pro Tem Mark Hildebrand. Secretary Bill Ricciardi recused himself from the hearing and from the signing of the plans because he is an abutter to the property in question.

Chairman updates the Board on the ZBA's ruling on the motion for rehearing request submitted by Mark Sudbey new property owner of 24 Dew Point Lane.

Meeting adjourned at 7:34 p.m. Next meeting scheduled for July 10, 2018 @ 7:00 p.m. Date changed from regularly scheduled meeting date of July 3rd due to preparation of July 4th festivities and road race by the Parks and Rec department. Respectfully submitted by Aimee Manfredi-Sanschagrin.