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| **Meeting Minutes** |
| **Meeting Date: July 15, 2025**  | **Minutes By: Peter Rearick** |
| **Next Meeting: August 19, 2025**  |  **Location: Hebron Town Office** |
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| Member Attendance: | Status |
| Evelyn Chabot – Planningboard@hebronmaine.org | A |
| Peter Rearick – Planningboard3@hebronmaine.org | A |
| Charlie Yancey - Planningboard4@hebronmaine.org | A |
| Jason Strong – Planningboard5@hebronmaine.org | A |
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 A=Attended, R=Regrets |

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| **Public Meeting Portion** * The public meeting was called to order by Evelyn at 7:00PM.
* A motion was made by Charlie to accept the meeting minutes from June 17th. That was seconded by Peter and passed unanimously.
* Evelyn noted that we still need to get the revised land use ordinance approved by the Town.
* We discussed a proposed “site plan review” ordinance. Peter made a case for a “site plan review ordinance” serving as a tool kit for the Planning Board review proposed projects which might not otherwise come to the Planning Board for review.
* Jason wondered if we should edit the proposed site plan review ordinance to remove any parts of it which we would not be likely to need.
* The board discussed the value of public meetings as a way to address general concerns of residents that may come up around any development projects.
* It was noted that perhaps we need to discuss with Selectmen first. Evelyn questioned whether we need to discuss with the Selectmen our intent to develop a site plan ordinance and bring it to the town for adoption. We concluded after discussion that this is part of the responsibilities of a “Planning Board” and not necessary to discuss with Selectmen first.
* Jason agreed that we do need to have a review process for “non-residential” projects that might be proposed in town.
* Evelyn charged PB members to look at the sample site plan review ordinance before the next meeting as a way of thinking about what parts should be kept and what parts we might not need in our ordinance.
* Evelyn found the information about the expiration period for subdivisions (2 yr) and noted that this deadline needs to be clearly stated in the application. We need to check the Castle Farm subdivision application to see if this is stated in that application.
* Evelyn noted that all Planning Board records (minutes and the like) which are transmitted electronically can be saved on the Town’s server as long as we send to Alicia (deputy clerk); she will retain for us going forward.
* Jason made a motion to adjourn at 8:02, it was seconded by Charlie and passed unanimously.
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| **#** | **Description** | **Responsible** | **Orig. date** | **Due Date** | **Status** |
| **1.** | Create an alternative Building Code for the town to present at Town Meeting and submit it to the Selectmen | All | 6/20/23 |  | C |
| **2.** | Arrange for training on Freedom of Information requests for all board members | All | 5/20/25 |  | A |
| **3.** | Review the Site Plan Review Process | All | 2/18/25 |  | A |
| **4.** |  Send approved Bylaws to Selectboard | Evelyn | 5/20/25 |  | C |

Status: A = Active, C = Complete