

**TOWN OF SKOWHEGAN  
PLANNING BOARD  
MEETING MINUTES**

September 21, 2021

6:00 P.M.

Council Room, Municipal Building

**PRESENT:**

Steve Conley, Chairman  
Steve St. Pierre, Vice Chairman  
Harvey Austin  
Matt Smith  
Derek Chretien  
Joel Greenwood, Planner  
Cynthia Kirk, Recording Secretary

**ABSENT:** Stephen Gould, Secretary, Jeff McCabe

**PUBLIC PRESENT:**

Jason Gayne  
Travis Works  
Todd Smith (arrived at 6:17 pm)

• **QUORUM:**

Planning Board Meeting called to order at 7:08 P.M. Quorum was present.

**2) MINUTES OF THE September 7, 2021 PLANNING BOARD MEETING TO BE APPROVED:**

Motion by Harvey Austin to approve the September 7, 2021 Planning Board meeting minutes, as written. Seconded by Matt Smith. Motion passed 4-0.

**3) SITE PLAN / SUBDIVISION:**

**A) Review the conditions of approval for the Charter School parking plan.**

Bryan said that himself along with Travis Works and Joel Greenwood had a meeting to review the conditions of approval and go over steps that could be taken to meet those conditions. Travis Works is proposing some amendments to the conditions of approval and provided everyone with a copy of those proposed amendments. He reviewed the current number of students as well as how many of them are actually driving to school which is only 6 at this time. Travis also went over the required parking spaces needed to support the students and staff. One thing he mentioned having amended is the number of required spaces per the ordinance. Currently because of the size of the building they are required to have 64 parking spaces. However, the students do not use the entire building because of the basement, mechanical rooms and storage areas. Travis suggested using only the square footage of the space that is occupied by the students in determining how many spaces are required. He also said they are currently in the process of purchasing land over on South

Factory Street to allow for more student parking in addition to using the park and ride on Island Avenue.

Travis presented the following proposed amendments to the conditions of approval:

Condition 1 be amended:

Vehicle parking for students shall be prohibited within certain areas of the Skowhegan downtown. These areas include street side parking on Commercial Street; street side parking on Madison Avenue; and street side parking on Water Street from the intersection of Madison Avenue to the intersection of North Avenue. Students will be limited to parking at the following locations:

- Public Park and Ride Lots
  - Private Property (permission from owner)
  - School Property, which includes, but not limited to, 48 South Factory Street, Skowhegan ME. (Point of Information)
    - 12 additional spots being created at 48 South Factory Street in fall of 2021
    - 0.50-acre lot of land currently being purchased in town, which part of it will be used for student parking as needed.
- Condition 2 be amended to be written as, “Vehicle parking for students shall be prohibited from municipal parking lots from 7:00 am to 5:00 pm on weekdays on days in which school is in session.”

Travis said he just wants students to be able to use the municipal parking during times that school isn't in session such as the summer time if they want to go shopping downtown. Steve Conley agreed that the students shouldn't be restricted from using the lot outside of school times. Harvey said he can go downtown anytime even when the school is in session and find a parking space. He said he doesn't see an issue with them using it however it was a condition of approval so we need to fix this. Derek said he just feels it should be only limited to the students during normal school times. Steve St. Pierre said he agrees but they just need to have a plan in place and also look at possible future developments downtown and the use of the lot in the future.

- Condition 3 be amended to 25 spaces and/or make staff parking subject to the same conditions as any other business downtown through the Select Board.

Travis said he would like to have the staff of the school be treated like any other business in the downtown using the parking lot. He understands that might mean going to the Selectmen and having an agreement made for them to use the parking spaces for up to 25 staff members. Joel explained that when this was first approved it allowed for 8 spaces but back then they really were just speculating on their needs. Now that they have been there awhile, they have a better idea of what their staffing needs are. Steve Conley said that the Selectmen will need to approve any specific agreements and number of allowable

spaces. Matt Smith said maybe get rid of the number of spaces in the condition and add that an agreement will need to be made with the Selectmen.

- Condition 4 be amended to remove the parking enforcement officer **OR** to for it to be rewritten as, “to annually meet with the Chief of Police and revisit the need for a Parking Enforcement Officer. If it is determined a need is warranted and the town has made a commitment, then CRCS will begin the negotiation process for creating a memorandum of understanding (MOU) between the Town of Skowhegan and CRCS for the sole purpose of contracting and/or employing a Parking Enforcement Officer. During negotiations and drafting of the MOU it will specifically outline the logistics, such as, but not limited to, cost sharing, revenue sharing, hiring, schedules, liability insurance, Workers Comp, etc.”

Travis said there are a lot of pieces to having a parking enforcement officer so if they were to review the need for one on an annual basis that would allow them to work out the logistics with the Police Chief only if the need for one arose. As of right now they have only had one parking complaint since they opened and it was dealt with immediately. Travis asked what they recommend. Joel said he has been thinking about this and thinks that they don't really need to outline all of the details for this on the Site Plan approval. Steve Conley said that they should only be looking at a parking enforcement for the school if it going to have the Charter School paying for it. The school should not be forced to pay for a full parking attendant to cover the whole downtown when other businesses are made to pay for one. Todd Smith agreed. He said he feels that the municipal parking lot should just be on a first come first serve basis.

- Condition 5 to be created that states, “Annually CRCS will submit to the planning board and/or Select Board data on the following: 1. Number of students eligible for a driver's license (16 and older) 2. Number of parking permits issued by the school 3. Number of students driving to school daily 4. Table indicating location of each student parking (ex. 6 at 48 South Factory Street, 10 at Park and Ride)

Joel said that essentially it is Bryan that enforces the conditions of approval so that information should go to him and he can relay it to the Board. Steve St. Pierre suggested making this part of the conversation with the Police Chief annually. Steve Conley said it should be changed to having that information submitted to the CEO each year.

Matt Smith suggested that they wait until the full Planning Board is here to make a final decision on these conditions. Joel said they don't have to make a final decision tonight. Steve St. Pierre agreed.

#### **4) ITEMS BY THE PUBLIC:**

Jason Gayne said that the meeting this morning with the local businesses and the Selectmen went well. There are several ordinances that need to be looked at and updated.

#### **5) COMMUNICATIONS:**

None

**6) NEW BUSINESS:**

None

**7) UNFINISHED BUSINESS:**

None

**8) COMPREHENSIVE PLAN UPDATE:**

Joel apologized that he has not had a chance to finish up the draft of the next section yet. He is hoping to have it for the next meeting.

**9) ITEMS BY:**

• **SELECTMEN:**

Todd Smith reminded everyone about the Second Bridge meeting coming up on September 28, 2021 after the Selectmen's meeting. This will be an open forum to hear from the townspeople.

• **DEPARTMENT HEADS:**

Bryan said that the Staff Review Committee met last week and approved 3 minor Site Plan applications. One was for the Hospice sign on Madison Avenue. Another was for Joe Wyman's storage building on St. John Street and the last one was for Loon Cove Campground.

• **MEMBERS:**

Harvey said he has been contacted about a local business that placed a sign on Madison Avenue to advertise during the fair. The owner got a letter from Bryan that said the sign couldn't be there because it is off premise advertising. However, all of the signs that are up on the fence by Walmart are also off premise advertising but seem to be allowed. Bryan said he will look into that and if they are allowable since it is a private road up there.

Harvey also complimented Joel and thanked him for going out of his way for helping all of them on this Planning Board.

• **CHAIRMAN:**

• **STAFF:**

**ADJOURNMENT:**

Motion by Derek Chretien to adjourn at 7:01 p.m., Seconded by Harvey Austin.  
Motion passed 4-0.

**Minutes approved on October 5, 2021.**

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**Chairman**

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