

MINUTES
JOINT LAND USE TRAINING WORKSHOP
PLANNING AND ZONING COMMISSION
ZONING BOARD OF APPEALS
SENIOR CENTER
TUESDAY, OCTOBER 16, 2018
7:00 P.M.

The Planning and Zoning Commission and Zoning Board of Appeals Land Use Training Workshop, conducted by Michael J. Murphy, AICP, Consulting Planner SCCOG, Lisbon Town Planner, held in the Lisbon Senior Center, began at 7:00 p.m. with the following members in attendance: Cheryl Blanchard, Trevor Danberg, John Dempsey, Sharon Gabiga, Ronald Giroux, Benjamin Hull, Timothy Minor, Kim Sperry, P & Z; Steven Beck, Frederick Kraul, ZBA, and Carl Brown, Zoning Enforcement Officer. After review/discussion/questions and answers, regarding the attached training session outline, the training session concluded at 8:45 p.m.

Ronald E. Giroux, Vice Chairman,
Planning and Zoning Commission

Steven M. Beck, Chairman
Zoning Board of Appeals



Marlene LePine, clerk

LAND USE AGENCY TRAINING SESSION

Principal Operating Statutes and Laws

- ❖ Chapter 124
- ❖ Chapter 126

Responsibilities

- ❖ Administrative Function
- ❖ Legislative Function
- ❖ Due Process

Powers, Duties and Limitations

- ❖ Development Regulation
- ❖ Street, Road and Lot Layout
- ❖ Long Range Planning

Enacting, Amending and Providing Relief from Regulations

- ❖ Legislative Actions
- ❖ Quasi Judicial Actions
- ❖ Standards to Apply
- ❖ Effective Dates

Administrative Procedures for Processing Applications

- ❖ Enabling Legislation
- ❖ Referrals
- ❖ Hearing Procedures
- ❖ Attaching Modifications and Conditions
- ❖ Making Decisions
- ❖ Effective Dates and Approval Durations

Relationship and Interaction with Staff

- ❖ Review Processes
- ❖ Application Coordination
- ❖ Limitations on Accepting Information

Special Issues and Actions

- ❖ Exemptions and Mandates
- ❖ Actions as Agent for the State
- ❖ Special Types of Applications

Ex Parte Communications and Particular Conflicts of Interest

- ❖ Fundamental Fairness
- ❖ Eligibility, Recusal and Disqualification

Freedom of Information Requirements

- ❖ Agency Requirements
- ❖ Meetings

Questions and Answers

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CT ON 10/17/18 AT 9:50am
ATTEST, LAURIE TIROCCHI, TOWN CLERK
Laurie Tirocchi