

**Lyme Planning Board Minutes**  
**August 25, 2011**

Board Members and Staff Present: David Roby, Chair; John Stadler Vice Chair; Simon Carr Select Board Representative; Tim Cook Member; David Robbins Planning and Zoning Administrator

Board Members Absent: Vicki Smith Member; Freda Swan Alternate; Ben Kilham Alternate; Sam Greene Alternate

Members of the Public Present: none

Chairman Roby opened the meeting at 7:00pm

**Item 1: Acceptance of minutes from August 11<sup>th</sup>, 2011**

John moved to accept the minutes as corrected

Tim seconded the motion

Chairman Roby called for a vote and the motion passed unanimously

**Item 2: Application Submission Requirements**

Chairman Roby was concerned that incomplete applications were being submitted. He felt that it was not a good use of the Board's time and it was not reasonable for abutters to receive a notice of a hearing only to attend and have the hearing continued because the application was not complete. The Board discussed ways for the Planning and Zoning Administrator to work with applicants to ensure that applications are complete while still meeting the requirements under state law for hearing an application in a timely manner.

**Item 3: Master Plan discussions**

The Planning and Zoning Administrator passed out copies of edits for chapters 2,3,4,5,6,7,9,10 and appendix A. Due to the importance of chapters 2 and 6 the Board felt there was not enough time to properly review the edits during the allotted meeting time. It was decided that each member would review the edits in the interim between the end of this meeting and the next meeting on September 8<sup>th</sup>, 2011. Chairman Roby asked the Planning and Zoning Administrator to send the edited copies to the Board members that were absent.

The Board reviewed the edits for chapters 3,4,5,7,9,10 and appendix A.

The Planning and Zoning administrator noted some issues with the 2010 Census data that had found while updating chapter 5. Chairman Roby said he would work with the Planning and Zoning Administrator to help resolve these issues.

**Item 4: New Business**

The Planning and Zoning Administrator passed out and the Board reviewed a letter to send to properties around the Lyme Inn notifying the residents as to the requirements of the conditional approval of the extended hours of operation. The Board made several corrections and requested that the letter be sent to all property owners within 1000 feet of the Inn, as well as the Lyme Police Department.

The meeting adjourned at 8:20pm.

Respectfully Submitted  
David A. Robbins  
Lyme Planning and Zoning Administrator.